

Connecting to *Your* Collections: Inventory and Assessment

Hockessin, Smyrna, and Laurel, DE
April 12,13, and 14, 2011
Rachel Onuf, MILS, MA



Workshop Agenda

- Introductions
- Inventory Introduction & Exercise
- Assessment Introduction & Exercise
- Wrap up
- Site Tour

Inventory: What is it?

A list of things (noun)

or

To create a list of things (verb)

For cultural heritage repositories

- A **collection management** activity (*to* inventory) or product (*an* inventory) that allows you to gain **physical control** and **intellectual control** over your **holdings**

Definitions of terms

□ Cultural heritage repository

- Any place that holds materials in any format that have aesthetic, historic, scientific or social **value** for past, present or future generations

□ Collection Management

- Suite of activities performed by a collection manager to preserve and provide access to a cultural heritage repository's holdings
 - May include accessioning, processing, cataloging, deaccessioning, housekeeping, shelf reading, digitizing

Definitions of more terms

□ Physical Control

- The function of tracking the storage of records to ensure that they can be located

□ Intellectual Control

- The creation of tools such as catalogs, finding aids, or other guides that enable researchers to locate materials relevant to their interests

□ Holdings

- The whole of a repository's collections

Inventory

A **collection management** activity
(*to* inventory) or product (*an*
inventory) that allows a cultural
heritage repository to gain **physical**
control and **intellectual control**
over its **holdings**

Inventory: WHY do it?





For cultural heritage repositories

- ❑ Improve access to collections
- ❑ Improve preservation of collections
- ❑ Insurance coverage
- ❑ Disaster preparedness



More likely





1862
1862

2nd of 10 boxes
from Jackson, Idaho
to
San Francisco
1862 by the ship
The Great Western

The Great Western
San Francisco
1862

1862 Diaries
of
Lucy Blake and Ira Blake

DIARY, 1862

DIARY

DIARY

DIARY

DIARY

DIARY

Series 1. Diaries

Volume title	Date	Volume
Diary	1800-1827	vol. 1
Diary	1823	vol. 2
Diary	1814-1827	vol. 3
Diary	1827-1831	vol. 4
Diary	1832-1833	vol. 5
Diary	1833-1835	vol. 6
Diary	1838-1841	vol. 7
Diary	1846-1856	vol. 8
Diary	1855	vol. 9
Diary	1857	vol. 10
Diary	1859	vol. 11
Diary	1862	vol. 12

Volume title	Date	Volume
Trip to Boston	1822	vol. 13
Trip to Niagara, New York	1828	vol. 14

Folder/Volume title	Date	Box/Vol.	Folder
Recollections	1830	vol. 15	
Assorted letters and manuscripts	1795-1852	vol. 16	
Assorted letters and manuscripts	1814-1844	vol. 17	
Observations by Samuel Breck of Philadelphia on the Life of William Penn	1850	vol. 18	

Record Group	Smythe Family Papers, 1932-1965
Series	Poetry
File	Poems, 1945-1961
Item	Poem for My Dog, 1955
Series	Photographs
File	Photographs, 1941-1945
File	Photographs, 1946-1950
File	Photographs, n.d.



1991-1992, 1993-1994, 1995-1996, 1997-1998, 1999-2000, 2001-2002, 2003-2004, 2005-2006, 2007-2008, 2009-2010, 2011-2012, 2013-2014, 2015-2016, 2017-2018, 2019-2020, 2021-2022, 2023-2024, 2025-2026, 2027-2028, 2029-2030, 2031-2032, 2033-2034, 2035-2036, 2037-2038, 2039-2040, 2041-2042, 2043-2044, 2045-2046, 2047-2048, 2049-2050, 2051-2052, 2053-2054, 2055-2056, 2057-2058, 2059-2060, 2061-2062, 2063-2064, 2065-2066, 2067-2068, 2069-2070, 2071-2072, 2073-2074, 2075-2076, 2077-2078, 2079-2080, 2081-2082, 2083-2084, 2085-2086, 2087-2088, 2089-2090, 2091-2092, 2093-2094, 2095-2096, 2097-2098, 2099-2100, 2101-2102, 2103-2104, 2105-2106, 2107-2108, 2109-2110, 2111-2112, 2113-2114, 2115-2116, 2117-2118, 2119-2120, 2121-2122, 2123-2124, 2125-2126, 2127-2128, 2129-2130, 2131-2132, 2133-2134, 2135-2136, 2137-2138, 2139-2140, 2141-2142, 2143-2144, 2145-2146, 2147-2148, 2149-2150, 2151-2152, 2153-2154, 2155-2156, 2157-2158, 2159-2160, 2161-2162, 2163-2164, 2165-2166, 2167-2168, 2169-2170, 2171-2172, 2173-2174, 2175-2176, 2177-2178, 2179-2180, 2181-2182, 2183-2184, 2185-2186, 2187-2188, 2189-2190, 2191-2192, 2193-2194, 2195-2196, 2197-2198, 2199-2200, 2201-2202, 2203-2204, 2205-2206, 2207-2208, 2209-2210, 2211-2212, 2213-2214, 2215-2216, 2217-2218, 2219-2220, 2221-2222, 2223-2224, 2225-2226, 2227-2228, 2229-2230, 2231-2232, 2233-2234, 2235-2236, 2237-2238, 2239-2240, 2241-2242, 2243-2244, 2245-2246, 2247-2248, 2249-2250, 2251-2252, 2253-2254, 2255-2256, 2257-2258, 2259-2260, 2261-2262, 2263-2264, 2265-2266, 2267-2268, 2269-2270, 2271-2272, 2273-2274, 2275-2276, 2277-2278, 2279-2280, 2281-2282, 2283-2284, 2285-2286, 2287-2288, 2289-2290, 2291-2292, 2293-2294, 2295-2296, 2297-2298, 2299-2300, 2301-2302, 2303-2304, 2305-2306, 2307-2308, 2309-2310, 2311-2312, 2313-2314, 2315-2316, 2317-2318, 2319-2320, 2321-2322, 2323-2324, 2325-2326, 2327-2328, 2329-2330, 2331-2332, 2333-2334, 2335-2336, 2337-2338, 2339-2340, 2341-2342, 2343-2344, 2345-2346, 2347-2348, 2349-2350, 2351-2352, 2353-2354, 2355-2356, 2357-2358, 2359-2360, 2361-2362, 2363-2364, 2365-2366, 2367-2368, 2369-2370, 2371-2372, 2373-2374, 2375-2376, 2377-2378, 2379-2380, 2381-2382, 2383-2384, 2385-2386, 2387-2388, 2389-2390, 2391-2392, 2393-2394, 2395-2396, 2397-2398, 2399-2400, 2401-2402, 2403-2404, 2405-2406, 2407-2408, 2409-2410, 2411-2412, 2413-2414, 2415-2416, 2417-2418, 2419-2420, 2421-2422, 2423-2424, 2425-2426, 2427-2428, 2429-2430, 2431-2432, 2433-2434, 2435-2436, 2437-2438, 2439-2440, 2441-2442, 2443-2444, 2445-2446, 2447-2448, 2449-2450, 2451-2452, 2453-2454, 2455-2456, 2457-2458, 2459-2460, 2461-2462, 2463-2464, 2465-2466, 2467-2468, 2469-2470, 2471-2472, 2473-2474, 2475-2476, 2477-2478, 2479-2480, 2481-2482, 2483-2484, 2485-2486, 2487-2488, 2489-2490, 2491-2492, 2493-2494, 2495-2496, 2497-2498, 2499-2500, 2501-2502, 2503-2504, 2505-2506, 2507-2508, 2509-2510, 2511-2512, 2513-2514, 2515-2516, 2517-2518, 2519-2520, 2521-2522, 2523-2524, 2525-2526, 2527-2528, 2529-2530, 2531-2532, 2533-2534, 2535-2536, 2537-2538, 2539-2540, 2541-2542, 2543-2544, 2545-2546, 2547-2548, 2549-2550, 2551-2552, 2553-2554, 2555-2556, 2557-2558, 2559-2560, 2561-2562, 2563-2564, 2565-2566, 2567-2568, 2569-2570, 2571-2572, 2573-2574, 2575-2576, 2577-2578, 2579-2580, 2581-2582, 2583-2584, 2585-2586, 2587-2588, 2589-2590, 2591-2592, 2593-2594, 2595-2596, 2597-2598, 2599-2600, 2601-2602, 2603-2604, 2605-2606, 2607-2608, 2609-2610, 2611-2612, 2613-2614, 2615-2616, 2617-2618, 2619-2620, 2621-2622, 2623-2624, 2625-2626, 2627-2628, 2629-2630, 2631-2632, 2633-2634, 2635-2636, 2637-2638, 2639-2640, 2641-2642, 2643-2644, 2645-2646, 2647-2648, 2649-2650, 2651-2652, 2653-2654, 2655-2656, 2657-2658, 2659-2660, 2661-2662, 2663-2664, 2665-2666, 2667-2668, 2669-2670, 2671-2672, 2673-2674, 2675-2676, 2677-2678, 2679-2680, 2681-2682, 2683-2684, 2685-2686, 2687-2688, 2689-2690, 2691-2692, 2693-2694, 2695-2696, 2697-2698, 2699-2700, 2701-2702, 2703-2704, 2705-2706, 2707-2708, 2709-2710, 2711-2712, 2713-2714, 2715-2716, 2717-2718, 2719-2720, 2721-2722, 2723-2724, 2725-2726, 2727-2728, 2729-2730, 2731-2732, 2733-2734, 27

These two documents are available in the National Archives at College Park, Maryland. For more information, contact the National Archives at College Park, 1015 Jefferson Davis Highway, Arlington, Virginia 22204-3025. Telephone: (703) 348-7100. E-mail: reference@nnp.gov. Website: <http://www.nnp.gov>.

[illegible][illegible]

Worms is used by an ex-slave named Edward James. Worms is a natural character with great industry in the wool and fisheries of the State mentioned. He has been a convict, sentenced here.

Look down to your cause
"Tearing at his robe without being aware"
Shout for the Master's Name to Herod's Court
Look good, but emotional, be everything you always
meant to be— and more.

How To Preserve Old Clothes In New Fashions By Their Colors

If you're tired of being short-changed by the second year of changing in the time from To Be as to Old Clothes look how Fashions can save you money and make you wonderful a new creative, sophisticated expression.

[illegible][illegible]

The lyrics and melody, the content and the message, the melody and the lyrics, are skillfully woven into a novel that is as human as it is dramatic.

The *Lakeland Pioneer* by John Warner and John Warner
A novel about the founding of the Lakeland Pioneer
Company in 1881.

Don't Drink your MUI to FISH & CRAB, MUI.
The Cigarette you smoked tells about the world's most
overlooked nutrient.







Inventory: How to do it?



Preparing for an inventory project

- ❑ Decide on the scope and level of the inventory
 - All of the holdings? Or just the backlog? Or just one format?
 - At what level will you create an inventory record? Collection-level? Box-level? Item-level?
 - Can the material to be inventoried be chunked?

<i>Location</i>	<i>Main entry</i>	<i>Collection #</i>
20th century room 145-147 A-G, 148 C-G, 150-154 A-G; New Wanamaker room 53 D-I, 54 D-I additional 32 boxes in Wanamaker room across from HSP archives and 238 C-E	Clark, Joseph Sill, 1901-1990	1958
20th century room 155 A-G	Dallas, Constance H., 1902-	1984
20th century room 158 B-D, 159 A-G, 160 A	Women's Pennsylvania Society for the Prevention of Cruelty to Animals	None
20th century room 158 E-G	Greene, Le Roy Vincent, 1908-	2110
20th century room 160 B-E	Republican Women of Pennsylvania	None
20th century room 161 A	Moore, Joseph Hampton, 1864-1950	0941
20th century room 161 B to 172 C, 203 B-D	Moore, Joseph Hampton, 1864-1950	1541
20th century room 172 C	Benjamin Franklin Park way	1713
20th century room 172 D	Kirk, R. A., (Reuben Albert)	2159
20th century room 172 D	Stuart, Edwin Sydney, 1853-1920	2122B
20th century room 172 D	Stuart, Edwin Sydney, 1853-1920	2122
20th century room 172 E-F	Hoffman, Benjamin Rose, 1879-1958	2160
20th century room 173 A-B	Bailey, Gilbert Swartzlander, b. 1897	1220
20th century room 173 B to 174 A	Brooke, John Rutter, 1838-1926	0078
20th century room 174 A-B	Lorimer, George Horace, 1867-1937	1679
20th century room 174 C	Archambault, Anna Margareta	0011
20th century room 174 D	Eberheart, Allen M.	0187

Lantern slides

Call no	Main entry	Location
	Beale, Joseph Boggs	3rd floor stacks F 18 K
	Perrose, Boies	2nd floor vault 029 A
V 08	Exteriors Views and Hit Song Graphics	20th century room lantern slide cabinet
V 09	Large Miscellaneous Lantern Slide Collection	20th century room lantern slide cabinet
V 10	Pennsylvania Home Teaching Society for the Blind	20th century room lantern slide cabinet
V 11	19th Fire Fighting	20th century room lantern slide cabinet
V 12	Declaration of Independence	20th century room lantern slide cabinet
V 13	Free Library of Philadelphia Lantern Slides	20th century room lantern slide cabinet
V 14	Windmills	20th century room 333 D and lantern slide cabinet
V 16	Wister, Frances Anne	20th century room lantern slide cabinet
V 19	Miscellaneous Philadelphia Area Lantern Slides	20th century room lantern slide cabinet
V 20	Miscellaneous Lantern Slides	20th century room 333 D and lantern slide cabinet
V 21	Pennsylvania Health Springs	20th century room 333 D and lantern slide cabinet
V 24	Taylor, Frank H. (Frank Hamilton), 1846-1927	20th century room 333 B
V 25	Ead J. Early Collection	20th century room 333 B
V 26	Friends Meeting Houses	20th century room 333 B
V 30	McKaig	20th century room 333 C
V 31	Lantern slide collection	20th century room 333 C
V 32	Perkins, Helen C.	20th century room 333 C-D
V 34	Miscellaneous Glass Plate Negatives	20th century room 333 D

Acc #	Acc Date	Main entry	Title	Description of Material	# of items	LF	Dates	Location	Source
010924.7	1/9/2001	Electric Storage Battery Company		Collection of printed reports and financial statements from the Philadelphia-based Electric Storage Battery Company also includes one item about the "Properties and Plants" of Bethlehem Steel Corporation (1925).	51		1896-1942	13i	Thomas T. Taber
010924.8	9/9/2001	Thornburgh, Edward	Copybook	Copybook of a young male student, probably in Pennsylvania.	1		1833-1834	13i	North Carolina State Archives
011119.1	10/25/2001	Lewis and Rawle Family		14 photographs plus miscellaneous photocopies of documents relating to the Trapier, Lewis, and Rawle families. There is a case d image (probably ambrotype) of Josephine Lewis Trapier as a child.	15	.02	ca.1850-1930	14a	Cynthia P. Bech
011119.1	11/4/2001	Peters, Frances	Papers	44 letters, 5 programs, and photocopies of report cards, all relating to Frances Peters' time at the Breck Public School (East Falls). Also included are graduation announcements from the University of Pennsylvania and Drexel Institute of Technology (where she received degrees).	@50	.02	1926-1940	14a	Frances E. Peters
011119.1	11/7/2001	Scotch-Irish Foundation	Library and Archives	Books and archives that had been at the Balch on long-term deposit.		15.5	ca.1932-1991	Balch building	Scotch-Irish Foundation
011119.1	12/18/2001	Philadelphia ephemera		1. Membership card, American Federation of Musicians, Local 60, for Frederick Grant (1915) 2. 2 funeral cabinet cards, "Memorial Card Company," Philadelphia, Pa. For Jennie Marshall and Owen Marlow (1890, 1894)	3	.01	1890-1915	14a	Sonoma County Museum

Some considerations

- ❑ Have materials been accessioned?
 - If not, start by accessioning your holdings.
Accessioning will be your preliminary inventory
- ❑ Available time, labor, and space
 - Set a schedule, identify who is responsible
- ❑ Can always do a more granular inventory at a later date
 - So start at the highest level that will give you meaningful information

More preparation

- ❑ Decide what information to collect for each record
- ❑ Pick a tool in which to store the information you collect
 - List, spreadsheet, database
- ❑ Gather any existing documentation
- ❑ Decide what tools you will use as you do the inventory (descriptive standards such as Dublin Core, controlled vocabularies)

Accession Record

Accession # _____ Date _____ Location: _____

Donor
Address

Status: ☐ Gift ☐ Purchase ☐ Deposit/Transfer ☐ Other

Deed of Gift/Records Transmittal: ☐ Yes ☐ No

Conditions/Restrictions:

Acknowledged:

General Category:

- ☐ Archives/Manuscript
- ☐ Audio/Visual
- ☐ Architectural Drawings
- ☐ Book/Pamphlet
- ☐ Microfilm
- ☐ Vertical File
- ☐ Other

- ☐ Serials
- ☐ Greeting/Post Card
- ☐ Photograph
- ☐ Artifact
- ☐ Map
- ☐ Print/Painting

Date of Item(s):

Quantity:

Description:

Additional Information:

The Historical Society of Pennsylvania

Accessions

Accession # 2003.085

Date of Accession 9/22/2003

Collection #

Location of collection 18i

Main entry Puxington, William J.

Title Papers

Inclusive dates 1855-1889

Description of Material This collection consists of six manuscript volumes. In 1855, Elder William J. Puxington, primitive Baptist minister in Maine, accepted an offer as a pastor for the Old School Baptist Church in Washington, DC.

of items or boxes

6

Linear fee .25

Cataloging recommendations

Stand together alone.

Preservation needs

The bound volumes are worn on the edges but in good condition generally. The two boardless guys could use some support.

Source Name Thomas Cullen

Method of acquisition Purchase

Sourcename sort Cullen, Thomas

Source Contact
Thomas Cullen
Rockland Bookman
Box 429

Existing documentation

Accession record ☐Deed of Gift ☐Receipt ☐Invoice ☒

Rights transferred

Restrictions

☐ Explicitly states HSP can dispose of material☐ Claimed for tax purposes

Subjects

Notes Catalog 35, item 95. \$550. Description based on Tom's.

Accession

Add Mode

Save

Cancel

Sort by Accession#

Screen View

Description

Catalog Records

Activities

More Screens

Thank You Letter

Deed of Gift

Add/View Additional Donors

Update History

Actions

Add New Catalog Records

Edit, Delete, or View Catalog Records

Add New Activity

Edit Activity

Change Accession#

Accession#

2011.3

Other#

Source

Contact

Address

City, State, Zip

Email, Country

Home Phone

/ -

Fax

/ -

Work Phone

/ -

Cell/Pager

/ -

Website

Credit Line

Received as

Gift

Received by

Received Date

Accessioned by

Accession Date

04/10/2011

Price or Value

Dataset

Contact ID#

TC Receipt#

Instructions

Brief Description of Accession

Restrictions

Notes

Records = 31

Updated by

Updated

/ /

AM

See beyond the inventory itself

- ❑ The records you create while inventorying should be able to be used as basic catalog records for your holdings.
- ❑ How easy would it be to reuse, repurpose, or build on the inventory project you have designed?
- ❑ How might this information be used in the future?
 - Contribute digitized images to the Delaware Heritage Collection

The Delaware Heritage Collection







[home](#) : [browse](#) : [advanced search](#) : [preferences](#) : [my favorites](#) : [about](#) : [help](#)

Browsing item(s) in: Delaware Public Libraries

results **1-20** of **165** item(s)

page 1 of 9: (<< 1 2 3 4 5 6 7 8 9 >>) : [previous](#) : [next](#)

[select all](#) : [clear all](#) : [and more choices](#)

	Image:	Title:	Subject:	Description:
<input type="checkbox"/> 1.		Apotheosis of the Family		Oversized postcard print of mural owned by Wilmington Savings Fund Society.
<input type="checkbox"/> 2.		Arcade Row, Front and Talmall Streets, Wilmington, Delaware	Arcades (Shopping facilities);	1953 Print of a lantern slide showing a dismal Arcade Row at Front and Talmall Streets, in Wilmington, Delaware. The sign entering the row reads "Thos H. Wilson Furniture & Stores." Several people are...
<input type="checkbox"/> 3.		Arrival of 11:17 Express, Milton, Delaware	Railroad stations	Reproduction of original postcard depicting railroad depot at Milton. Text on reverse describes the history of the Queen Anne's Railroad. Produced for 100th anniversary of Milton Train Station.
<input type="checkbox"/> 4.		Asbury Church, Wilmington	Churches, Methodist Episcopal--Wilmington (Del.)	Photograph showing the front facade and side of Asbury Church, HABS. One gentleman is standing in front of the church with his back to the camera. A small corner of the cemetery is also visible.

Railroad Car - Passenger



Delaware Public Archives

Resource Identifier	49-4114.tif
Title	Railroad Car - Passenger
Creator	The Jackson and Sharp Company, Wilmington, Delaware
Description	Manufactured for Philadelphia, Wilmington & Baltimore Railroad, formerly. Exterior view, Lantern Slide. Stock car, Corner broken on one glass.
Publisher	Delaware Department of State
Date Digital	2010
Type	Still Image
Contributing Institution	Delaware Public Archives
Digitization Specifications	TIFF (master); JPEG2000 (access derivative)

Assessment



Adding value
to your
inventory project

General definition

- ▣ Assessment: evaluation or estimation of the nature, quality, or ability of someone or something

For cultural heritage repositories

- Collection assessment: evaluation of the nature or quality of your holdings or some subset of your holdings
 - Qualitative narrative questionnaires
 - Note fields
 - Quantitative data and comparative analysis
 - Numerical ratings

What to assess?

- ❑ Condition of material
- ❑ Quality of housing
- ❑ Physical arrangement
- ❑ Intellectual access
- ❑ Research value
 - Interest
 - Quality of Documentation
- ❑ Local value
- ❑ Exhibit value

And at what level? (sound familiar?)

- ▣ Decide on the **scope** and **level** of the assessment survey



What tools should you use?

- Need to select or develop a survey methodology and survey instrument

Historical Society of Pennsylvania

Assessment Methodology

- ❑ Combination of qualitative and quantitative approach
- ❑ Qualitative: use words!
- ❑ Quantitative: numerical ratings

Condition of material rating

A collection whose contents are in large part too fragile to handle is not really accessible.

This rating applies to the paper, photographs, and other types of materials found in individual collections

- **5. Excellent:** little damage with no further deterioration expected, based on the high quality of the material.
- **4. Very good:** little damage with some further deterioration possible, due to the mixed quality of the material.
- **3. Good:** expected deterioration with some further deterioration possible.
- **2. Fair:** somewhat worse than expected deterioration with some further deterioration possible.
- **1. Poor:** significant damage/ deterioration that makes collection difficult to use.

The Whitney Library of the New Haven Museum Archival Collections

Main entry	Saturday Morning Club		
Call no	MSS B82	Type	Records
Title	Saturday Morning Club Records		
Date	1881-ongoing	<input type="checkbox"/> Suppress this record	Location note
Lin. feet	11	<input type="checkbox"/> Oversized materials	Oversized note
# of boxes	17		
# of items	4400	# of volumes	0

Survey notes Access Provenance Microfilm

Condition of material:	4	Interest:	3
Quality of housing:	3	Documentation quality:	5
Physical access:	3	= RESEARCH VALUE:	8
Intellectual access:	2	Missing items:	

Are items missing? ☐

Women's social and literary club organized 1881; members chiefly connected with Yale University. Constitution, minutes, membership lists, programs, club history, information relating to club anniversaries, financial records, papers delivered by members, memorabilia, photos, and other materials.

Main entry	Saturday Morning Club			^ v
Call no	MSS B82	Type	Records v	
Title	Saturday Morning Club Records			
Date	1881-ongoing	<input type="checkbox"/> Suppress this record	Location note	
Lin. feet	11	<input type="checkbox"/> Oversized materials	Oversized note	
# of boxes	17			
# of items	4400	# of volumes	0	

Condition of material:	4	Interest:	3
Quality of housing:	3	Documentation quality:	5
Physical access:	3	= RESEARCH VALUE:	8
Intellectual access:	2	Missing items:	
Are items missing? <input type="checkbox"/>			

Women's social and literary club organized 1881; members chiefly connected with Yale University. Constitution, minutes, membership lists, programs, club history, information relating to club anniversaries, financial records, papers delivered by members, memorabilia, photos, and other materials.

**Project Pipeline
subject terms:**

Women's cultural and social clubs; women's organization's in New Haven; lives and activities of upper-class women in the late 19th and early 20th centuries

**Condition and
Quality of housing
note:**

Boxes 5 and 8 severely underfilled. Photos interleaved with acidic paper. Boxes 13 and 14 underfilled and folder labels do not indicate what is inside. Box 15 has no folders at all. 2 boxes on adjacent bay, one on top of other materials.







Test your methodology

- Inventory both typical and unusual items and revise your methodology as you see fit
- After a period of testing, do NOT keep changing approach; aim for internal consistency
- Document what you are doing

Why do an assessment survey?

- Prioritize future preservation and access work
 - HSP's "Collections Preservation and Backlog Processing Planning Project" identified what we should tackle FIRST
- Impress potential funders with concrete information about your high value and most at-risk materials
 - HSP was awarded several grants AND was able to collaborate more effectively with other institutions

Questions?



Rachel Onuf
ronuf@earthlink.net